

Internship Application Tasks and Dates TCRIM 498, Winter 2025

Internship coordinator: Dr. Barb Toews, btoews@uw.edu

September 25 - October 11 (weeks 1-3 of the quarter)

Student:

- Reviews application material on the [CJ Internship webpage](#)
- Reads internship emails that Barb sends to the student listservs
- Considers what their professional interests are and begins to research possible internship sites
- Attends an internship orientation session hosted by Barb:
 - Monday, October 7, 12:30-1:20 pm, Joy 201
 - Tuesday, October 8, 5:30-6:20 pm, <https://washington.zoom.us/j/99745864227>

By Friday, October 18 (end of week 4)

- Student meets with Barb to discuss their interest in an internship and ideas for internship sites

By Friday, October 25 (end of week 5)

- Student researches potential organizations and sends Barb 3 organizations of interest
- Student submits unofficial transcripts to Barb
- Student asks a CJ or SW faculty person to be a reference and tells Barb who
- Barb sends faculty reference link to the reference form and receives reference when it is completed

By November 8 (end of week 6)

- Barb communicates with and approves potential sites
- Student follows up with approved sites to talk about internship possibilities

By Friday, November 15 (end of Week 8)

- Student secures internship
- Student sends Barb the name and contact information for the person who will be their supervisor

By Friday, November 22 (end of Week 9)

- Barb sends out confirmatory email to student and organization, with learning agreement attached

By Friday, December 6 (end of Week 11)

- Student and future supervisor together complete the Learning Agreement

By Friday, December 13 (Exam week)

- Student submits completed and signed learning agreement
- Barb gives student add code (after all application materials are submitted)
- Student registers for TCRIM 498

Note: Barb is on break from Wednesday, December 18 – Friday, January 3 and will not be working on internship-related activities. Please plan accordingly.

Monday, January 6, 2025– Friday, March 14, 2025

- Student completes internship